

Office of Secretary of State

Internship Program

FAQ's

Q: What are the eligibility requirements to apply for an internship?

A: To be considered for the Office of the Secretary of State Intern Program, interns must meet the following qualifications:

- Resident of Georgia with current enrollment in a Georgia college, university, or accredited law school; or
- Non-resident of Georgia with current enrollment attending a Georgia college, university, or law school
- United States citizen or authorized to work in the United States
- Provide current official transcript
- Successful criminal history records check (submit at time of offer)
- Completed application packet
- Current earned grade point average of 2.75 or above

Q: If I apply for an internship and am not selected, can I re-apply for the next semester?

A: Yes. If you are not selected for the Office of the Secretary of State Intern Program for the semester in which you are applying, you are welcome to apply the following semester.

Q: I do not live near my first or second choice internship location. Do you provide housing?

A: The Office of the Secretary of State Intern Program cannot provide housing for you.

Q: Do you provide transportation to my internship site?

A: The Office of the Secretary of State Intern Program cannot provide any transportation for you. The Atlanta locations are accessible by regional transportation providers including MARTA. The nearest MARTA stations are the Georgia State Station (directly across from the Capitol in the Twin Towers complex) or the Five Points station (two blocks west of the Capitol at Underground Atlanta).

Q: How long is the program? When is my first day of work?

A: Fall and spring internships are 18 weeks, and summer internships are 13 weeks. Interns will normally start on the 1st or the 16th of the month.

Q: Are all the internships located in Atlanta?

A: Some are, and others are available in Morrow and Macon.

Q: Will this internship qualify for credit with my college/university?

A: Contact your college or university to discuss credit eligibility requirements.

Q: Where do I send my completed application packet?

A: Completed application packets (including the Intern Application form, essay, résumé, sealed letters of recommendation, official transcript, etc.) should be mailed to:

Office of Secretary of State
Attn: Human Resources
2 Martin Luther King Jr. Drive SE
Suite 820
Atlanta, GA 30334

Please include:

- Select a functional area from the list in supplement “A”, indicate first choice or second choice on application
- Complete application
- One essay between 300-500 words in length concentrating on your academic discipline and your objectives of this internship.
- Current résumé
- Two sealed Letters of Recommendation

Q: How many days/hours can I intern per week?

A: Interns will be scheduled to work between 20 and 40 hours per week, depending upon operational needs. Your supervisor will determine the actual number of days and hours on a weekly basis.

Q: Who do I contact with questions?

A: Questions can be emailed to jjurkiewicz@sos.ga.gov. Or, prospective candidates may call the office at (404) 656-5551.